



DEPARTMENT OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KANSAS 66611-1287

NGKS-TAG

31 May 2016

MEMORANDUM FOR See Distribution

SUBJECT: TAG Policy Letter #42, Arming and Protection Policy for Kansas National Guard (KSNG) Personnel

1. **Authorization.** O-5 level Commanders, upon review of current Force Protection conditions (FPCON) and threat information, have the discretion to arm qualified personnel assigned to a standalone facility (armory or recruiting storefront) in order to provide a secure and safe working environment. A standalone facility is defined as a location where armed security is not already present (e.g. State Defense Building Complex and Armed Forces Reserve Center in Topeka, KS). This authorization does not cover the arming of personnel on Federal Property or Installations.

2. **State vs Federal Firearms**

a. The Adjutant General's Department has procured a limited amount of Glock 17 9mm handguns and ammunition for personnel assigned to Recruiting and Retention. These firearms are owned by the State of Kansas. This provides flexibility in storage and ease of accessibility in performance of duties.

b. All storefront recruiting offices will be issued one Glock 17. Storefronts with more than three recruiters may be authorized an additional Glock 17. Biometric (fingerprint) access safes and ammunition will be issued along with the firearm. Each firearm, safe, and ammunition is issued as a set and must remain together at the location assigned.

c. Federally owned M9 9mm handguns and contingency ammunition are intended for use by designated personnel at standalone armory locations. Commanders desiring the option to arm personnel must ensure that they have M9s available, request contingency ammunition, and must store both in accordance with (IAW) Army Regulations and AFI 31-101, Integrated Defense.

d. State owned firearms can only use state owned ammunition. Federally owned firearms can only use federally owned contingency ammunition.

e. Training, Storage, Accountability, Transportation, Clearing, and Arming requirements are addressed in this policy.

3. **Training Requirements**

a. All personnel who may be armed for force protection are directed to complete the required training.

b. No personnel will be armed without first completing the required training. This will include, but not limited to, weapons qualification with assigned firearm, weapons safety procedures, use of force and escalation of force. The minimum firearms qualification will include the standards set forth by the State of Kansas for law enforcement officers. Personnel must qualify with assigned weapon (Glock 17 or M9 Service Pistol). Qualifications are not interchangeable (i.e. personnel cannot qualify with M9 and arm with Glock 17). Personnel must qualify on an annual basis and qualification does not fulfill service requirement.

c. The Digital Training Management System (DTMS) is the database of record for documenting weapons qualifications for personnel subject to this policy. Unit Training NCOs (or assigned DTMS operators) are responsible for uploading required weapons certification documents into the Soldier's Individual Training Record (ITR) utilizing the following DTMS Task Numbers: "KSNG AT/FP (Glock 17 Weapons Qual)" or "KSNG AT/FP (M9 Weapons Qual)". The J-3 (AT/FP section) will document qualified personnel in a Memorandum For Record and keep on file with training documentation. Qualifying agency will provide qualification certificates.

4. **Storage and Accountability.** The storage and accountability of federal and state firearms and ammunition varies. The following provides basic guidance for both. Additional questions or concerns should be addressed through the chain of command to the Kansas Army National Guard (KSARNG) State Physical Security Specialist at JFHQ-KS.

a. Each State firearm will include the following:

- (1) one (1) Glock 17 9mm handgun
- (2) two (2) magazines (15 rounds each)
- (3) one (1) biometric handgun safe

b. Storage

(1) All federal firearms and ammunition will be stored IAW Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives (5 SEP 13) and AFI 31-101, Integrated Defense. Any changes to this regulation or requirement will be communicated by the KSARNG State Physical Security Specialist or Kansas Air National Guard (KSANG) equivalent. Federal firearms and ammunition will not be stored in State owned biometric safes.

(2) Issued State owned firearms and ammunition will be stored in assigned biometric safes. Each biometric safe will be secured out of plain view to a solid structure utilizing the provided cable lock while at designated locations. Excess State owned firearms and ammunition will be stored in State controlled vaults.

(3) State owned firearms and ammunition may be stored in KARNG Federal vaults. Unloaded State firearms and ammunition, stored in Federal vaults must be stored and accounted for IAW AR 190-11 and be kept separate from federal arms and ammunition.

(4) At the local commander's discretion, the State owned firearm secured inside the biometric safe may be removed from the recruiting office. If the firearm is removed from the storefront, it may be stored for a short period, unloaded and secured in the biometric safe, at the domicile of either the OIC or NCOIC until it can be either returned to the assigned location or to a central vault for storage. The commander shall document in writing whenever permission is given to remove a state owned firearm from the storefront. This documentation shall include when the weapon is being removed, where it will be stored, and when it is expected to be returned.

c. Accountability

(1) State owned firearms and ammunition stored in KSARNG Federal vaults will be accounted for IAW AR 190-11.

(2) State owned firearms and ammunition stored in biometric safes will be accounted for daily. Designated personnel will open the biometric safe and physically check the serial number of the assigned firearm. Do not remove the inserted magazine. Visually check the round indicator on the back of the extra magazine to ensure there are still 15 rounds loaded. Locations with State owned firearms will maintain a log, using a format designated by the area commander, to record the daily inventory of the firearm and ammunition. The issued ammunition will be counted and reported to higher headquarters quarterly. Missing or stolen weapons and/or ammunition will be reported to the unit commander immediately, so an investigation can be initiated in accordance state policy.

(3) It is at the commander's discretion as to the time of day at which the inventory will take place. Noncommissioned Officers in Charge (NCOICs) of each recruiting facility will report accountability of State owned firearms to higher headquarters weekly. Higher headquarters is defined as the battalion or squadron supporting the recruiting office.

(4) The only exception to daily inventory is during times when the recruiting office is vacant during an entire day or a weekend. The commander has the option of leaving the firearm secured in the recruiting facility or removing the firearm if it will be unattended for an extended period. Once the recruiting office is occupied again, the inventory will be required that day and every day that the office is occupied.

(5) Each biometric safe has two master keys. One key will be maintained at the assigned location by the OIC / NCOIC. The second key will be kept at the higher headquarters and maintained IAW local key control policies.

5. Transportation

a. The transportation of federal weapons is covered under applicable service regulation(s).

b. State owned firearms may NOT be transported in federally owned vehicles (e.g. Tactical, Non-Tactical, GSA). They may be transported in Personally Owned Vehicles (POV) or State owned vehicles at the discretion of the local commander. This decision cannot be delegated.

c. All state firearms will be cleared, remain unloaded, and secured in biometric safes during transportation.

6. **Clearing Procedures**. All firearms should be treated as if they are loaded with a round in the chamber. Clearing procedures should be followed prior to taking possession of firearm, transporting, storing outside of the assigned workplace, or any time deemed necessary by designated personnel. The following clearing procedures apply to State owned Glock 17 only, the M9 Service Pistol will be cleared IAW applicable service regulation(s) or standard operating procedure (SOP):

a. **With positive control of the firearm and fingers outside of the trigger guard**, point the firearm into the clearing barrel/trap.

b. Remove the magazine.

c. Lock the upper slide assembly to the rear, making sure to observe for the chambered round to eject.

d. Inspect the chamber while keeping the firearm pointed into the clearing barrel/trap.

e. Release the upper slide assembly, returning it to its forward position (do not re-insert the magazine).

f. If necessary, retrieve the ejected round and reload into magazine.

7. **Arming Procedures**. Commanders may authorize the open carry (unconcealed) of State or Federal firearms at the standalone facility during duty hours. This authorization can not be delegated and will normally occur only under extraordinary circumstances. At no time should loaded State or Federal firearms be open carried outside of the workplace unless in emergency situations.

a. State owned firearms in biometric safes are designed for easy accessibility in time of need. If open carry is authorized, State owned firearms will be holstered in the state issued holster affixed to the state issued duty belt and the extra magazine will be placed in the provided magazine pouch worn on the dutybelt. The duty belt will be worn outside of the duty uniform as designed on the waistline.

b. Personnel directed to arm at armory locations with the M9 pistol will wear the firearm on their body holstered in an approved holster and duty belt worn outside the duty uniform.

c. State owned firearms will be loaded before stored in the biometric safe or holstered by the designated personnel. The following loading procedures apply to State owned Glock 17 only, the M9 Service Pistol will be loaded IAW applicable service regulation(s) or SOP:

(1) **With positive control of the firearm and fingers outside of the trigger guard**, point the firearm into the clearing barrel/trap.

NGKS-TAG

SUBJECT: TAG Policy Letter #42, Arming and Protection Policy for KSNG Personnel

(2) Load the magazine into the firearm.

(3) Pull the upper slide assembly to the rear and release, allowing the slide to return to its forward position, loading a round in the chamber.

(4) Carefully secure state firearm in the biometric safe or place firearm in approved holster.

8. Ballistic Vest Wear and Accountability

(a) Each recruiter actively working with the public will be issued a ballistic vest. Wear of the ballistic vest during duty hours is recommended but NOT mandatory. The vest may only be worn by a service member in duty status. The vest is not authorized outside of duty status unless approved by the local commander. The ballistic vest is authorized for wear in any issued uniform, under or over the uniform, and in civilian attire while in a duty status.

(b) The vest will be treated like any other of piece of issued equipment. The vest will be stored indoors, in a dry area away from the sun. The vest may be stored at the issued personnel's domicile. It is recommended that the vest be placed on the back of the issued member's chair in the recruiting office if the person chooses not to wear the vest during duty hours.

(c) The individual service member is responsible for the accountability of their issued vest and will report accountability of the vest to higher headquarters on a quarterly basis or as directed by the commander.

9. Point of contact for this memorandum is Richard Lewallen at 785-646-1898 or richard.a.lewallen2.nfg@mail.mil.



LEE E. TAFANELLI
Major General, KSNG
The Adjutant General

DISTRIBUTION:
A & E